



**Office of the Mayor-President**  
Purchasing Division

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**ADDENDUM NO. 1**  
**File 22-01110, Solicitation Number: A22-1110**

**January 6, 2022**

Your reference is directed to file 22-01110, Solicitation Number: **A22-01110, Floor Care at BR METRO Airport Terminal Building**, which is scheduled to open at 11:00 a.m., on January 12, 2022

**On the schedule of bid items page (page 22) of the bid pack, the 208 nights in line items 1, 3, & 5, is hereby corrected to read 260 nights per year.**

**This Addendum is also to answer questions submitted in writing during the inquiry period that ended 5 pm January 4, 2022.**

**Please find attached questions / clarification requests and answer section on next page.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid file 22-01110  
[mwhite@brla.gov](mailto:mwhite@brla.gov)  
225-389-3259 x 3268

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Signature

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Date

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Company

Below are answers to the questions received during the inquiry period that ended at 5 pm January 4, 2022 for **A22-1110 Floor Care – BR Metro Airport Terminal Building REBID**  
File Number: 22-01110.

**Q1. During the pre-bid meeting and Site visit, it was stated that the TSA area is not included in this floor work. Please confirm that this is correct.**

*A1. No, The TSA check point IS included in the bid package. (see map on page 21). As stated during meeting, verbal information may not always be correct. That is why we have a written Addendum and only written specifications in bid documents and written Addendums should be relied upon.*

**Q2. During the pre-bid today, it was stated that the restroom floors are not included in this floor work. Please confirm that this is correct.**

*A2. Yes, the regular janitorial crew will clean the restroom floors. The restrooms have been removed from this contract.*

**Q3. During the pre-bid today, it was stated that the 2<sup>nd</sup>. Floor granite floor is not to be stripped and re-coated, only mopped with water. Please confirm that this is correct.**

*A3. Correct. The Granite flooring in Concourse A does not have any wax on it to be stripped off. Only clean HOT water should be used for cleaning the granite as chemicals may damage floor. Please follow manufacturer's recommendations when cleaning this floor.*

**Q4. On page 11 of the Solicitation states the Contractor's and Sub-Contractor's Insurance requirements. Question: Should the prime contractor hire an individual(s) as an "Independent Contractor", are the Independent Contractor(s) required to carry the same minimum insurance as specified on page 11?**

*A4. ALL contractors working on city parish property are required to carry the same minimum insurance as specified on page 11. This includes sub-contractors.*

**Q5. On page 14 under Performance of Service – it states "For planning purposes the window to work will be 7:30p.m – 4:30am. Question: Is the successful contractor to have an employee or employees physically on site during this nine (9) hour time frame? Please clarify.**

*A5. Your employees should be on site and start working at 7:30 p.m. and should remain on site until work is completed. If work is completed prior to 04:30 a.m. then no they do not need to remain on site. The work is inspected every morning. If a pattern of work not being completed or not completed to Airport Standards develops, your employees may be required to stay for the full 9 hours.*

**Q6. On page 14 under Performance of Service – it states: "Should the performance fall below the levels specified in this document, the Contractor will receive written notice as to such defects and a prorated fee will be deducted from the monthly invoice". Question: Please clarify what the BTR cure time policy is or, what the contractor cure time frame would be, so that the successful contractor would not suffer any adverse/negative invoice deduction.**

*A6. The airport will try to work out any problems with the service provided by phone or face to face first. Normally the airport will give you to end of the next work period to correct the issue, but this can vary depending on the severity of the performance issue. The time frame for correcting an issue before invoice deductions occur will vary depending on the circumstances.*

*Should that fail to cure the issue and formal written deficiency reports become needed you will have 10 days from date of report to resolve the issue and send in a plan of action to keep issue from reoccurring. For 2<sup>nd</sup> and 3<sup>d</sup> deficiency reports please see page 8 of the bid pack under **Termination for Cause**. Written deficiency reports will be sent to vendor by both e-mail and regular mail.*

- Q7. On page 19 under Nightly – it states: “Service to be performed Sunday, Monday, Tuesday, Wednesday & Friday nights”. Considering the nightly floor care is to be performed only 5 days per week, who will be responsible for the following:**
- a. Thoroughly vacuum all carpet and detail all corners, edges and between chairs, that are not easily moved, with the backpack vacuum?**
  - b. Spot clean the carpet?**
  - c. Scrub all terrazzo floors with the automatic scrubber and a neutral cleaner?**

*A7. As per the bid spec, the FLOOR CARE CONTRACTOR is responsible for the maintenance of the floors. No matter how many nights the floors are serviced. The regular daytime janitorial crew will keep the flooring clean on days you do not work.*

- Q8. Will the successful contractor be allowed an annual CPI Increase for years 2 and 3?  
I thank you for your quick response and look forward to participating in this solicitation.**

*A8. Currently, City / Parish janitorial contracts are not configured to allow for CPI increases. You will be expected to hold prices for life of contract. If the vendor cannot perform the services for the agreed upon pricing during renewal years, other resolutions may have to be used.*

- Q9. On the 2nd. Floor of the terminal in one of the seating areas there was white circular bleach spots that have been there for some time. It was stated during today’s pre-bid that a previous contractor spilled some type of product that contained bleach on the floor, and the successful contractor would not be responsible to remove or attempt to remove these spots. Please confirm.**

*A9. Correct, the white spots that are existing will not be held against the winning vendor.*

- Q10. During the walk thru today, on the 1st. floor between the Terminal and the Rental Car area there is a tile floor that had a “black tile border” that appeared to be scratched/damaged by wheels from rolling baggage/suit-cases. It appeared that these scratches are deep and cannot be removed either by a strip and re-coating or by buffing.**

- a. Please clarify that this area is only to be stripped and recoated during the triannual schedule.**
- b. Please clarify that this area is only to be maintained nightly as per industry standards.**

*A10. The area in question should be serviced per industry standards for Terrazzo floors. While you may need to do an occasional spot strip and wax, the full strip and wax of floors are required only during the triannual cleaning. As for the scratches, those would have to be examined after ALL wax is removed to see the current condition of the actual tiles under the existing wax.*

- Q11. Can we put N/C (no charge) in the unit price?**

*A11. NO, N/C or No Charge will be considered a No Bid and may cause your bid to be deemed non-responsive. See under method of award on page 15 and on the Schedule of bid items page (22 of bid document). A monetary amount must be entered so appropriate deductions, if they occur for non-performance can be made, and if square feet is added or deleted, so calculations for increase / decrease can be made.*

- Q12. What was the bid amount for last vendor that was awarded the contract?**

*A12. The annual cost that was bid for the outgoing contract is \$97,000.00*

**The above were the only questions received during the inquiry period.**